



287/289 Kenilworth Road, Balsall Common CV7 7EL

Telephone: 01676 535679 (Answering Machine)

Email: balsallparishcouncil@gmail.com

Web: www.balsallparishcouncil.org

Finance and General Purposes Committee Meeting

Approved Minutes of Finance and General Purpose Committee Meeting held on Tuesday 19 September 2017 at 6pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF

Minutes

Present: Councillor Will Heard (Chair), Councillor Mark Tattum, Councillor Helen Dean, Councillor Christina O'Sullivan and no members of the public.

1. **Apologies:** Apologies were accepted from Councillor Judy Lea.
2. **Declaration of Interests:** There were no declarations of interest.
3. **To approve and sign as a correct record the Minutes of the Finance Committee Meeting held on 8 August 2017 as a true record.**
Minutes of the Finance and General Purposes Committee Meeting held on 8 August 2017 were approved and signed by the Chairman.
4. **Public Forum**
There were no members of the public.
5. There were no matters arising.
6. Proposal to appoint MS Consultancy Services to provide an annual internal audit service for 2017/18.
Resolved to appoint MS Consultancy Services to provide an annual internal audit service for 2017/18 at a cost of £275 (no vat).

7. Proposal to add the following to Cemetery Charges and Fees for the Memorial Wall and Garden of Remembrance.
 "Purchase plaque – price on application"
Resolved to agree to the wording being included in Cemetery Rules and Regulations with the Cemetery Sub-Committee including this charge in their review of charges.

8. Proposal to pay RoSPA for the Clerk to accompany the play inspections of Willow Park, Oakley Estate and Oakley play areas at a cost of £42 + VAT per appointment.
Resolved to agree to pay for accompanied play inspection site visits when possible.

9. Proposal to use DM Payroll Services Ltd to calculate payments including tax and NI if applicable, for Councillors Allowances at a cost of £15 pa.
Resolved to agree to use DM Payroll Services for the calculation of payments relating to Councillors Allowances at a cost of £15pa.

10. Proposal to increase the financial support to the Jubilee Project by £302.40 making a total of £18,512.40 to incorporate additional unforeseen works.
Resolved to increase the community capital grant for the refurbishment work at the Jubilee Centre to £8,512.40 inc vat.

11. Correspondence from the External Auditor (Grant Thornton) had been received and the following points made:
 - The cost of the external audit would be charged at £400 plus vat.
 - Notice of Conclusion of Audit was enclosed for completion and publication.
 - Assertion 4 on the Annual Governance Statement should be 'No' as the exercise of public rights in 2015/16 was not as required.
 - Section 2 Accounting statements Box 2, 3, 4 and 6 should be restated correctly on next year's Annual Return with 'Restated' being written next to the correct figures.

The External Auditor's comments were noted.

12. Date and Venue of Next Meeting:

The next meeting of the Finance and General Purposes Committee to be held on Tuesday 31 October 2017, at 6.00pm in the Westlake Room, Village Hall, 112 Station Road, Balsall Common CV7 7FF

SIGNED **Will Heard (Chair)** **DATE**